



Human Resources

UPDATED 04/05/2006

DATE POSTED: **February 03, 2006**

REQ. # 06-028B

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **02-03-2006** TO **02-09-2006**, but will remain open until filled.

DEPARTMENT/DIVISION
PARKS & RECREATION - SAVANNAS

POSITION AVAILABLE
PART TIME OPERATIONS GATEKEEPER

OF OPENINGS
1

STARTING SALARY
\$8.53 / hour

COMMENTS
Employee works approximately 30 hours/week at the Savannas Recreation Area and registers campers, answers the telephone and responds to the public. Collects camper fees and enters information into a computerized registration system. Must be able to account for money correctly. Weekend, nights and holiday work will be part of the employee's schedule at certain points.

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 892
PAY GRADE 6
SALARY : \$8.53 - \$13.19
OPERATIONS GATE KEEPER

MAJOR FUNCTION: Responsible for admission of general public to and from the Savannas Recreation Area.

KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge: Knowledge of admission policies and procedures for reservation into the Savannas Camping Area.

Abilities and Skills: Ability to make financial reports, receive funds from patron admission, boat rentals and concessions. Ability to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTION: Responsible for making camping reservations. Receiving funds for admission and camping fees, boat rentals, concessions. Making attendance reports. Stocking of gatehouse supplies. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers freely. Good vision and hearing with or without correction. Frequent walking and standing.

ENVIRONMENTAL CONDITION REQUIREMENTS: Working indoors in air-conditioned gatehouse.

WORK HAZARDS: None.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: High School graduate or equivalent. A comparable amount of training and experience may be substituted for the minimum requirements.

EXPERIENCE: Experience working with people and making receipts for payments.

LICENSE CERTIFICATION OR REGISTRATION: Must have a valid Florida Driver's License and maintain a good driving record.

Union ✓	Non-Union	Exempt	Non-Exempt ✓
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Revised 08/2005, 04/2006